



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO

7020
N81
January 31, 2007

Dear Bursar:

SUBJECT: TUITION ASSISTANCE (TA) PROGRAM

We wish to inform you, as a school providing services under the Navy, Marine Corps, and Coast Guard TA Program who submits invoices to us, we are moving to an electronic, Web-based invoicing and payment system known as the Wide Area Work Flow (WAWF). The Navy has mandated we process TA invoices electronically, so current plans are to discontinue acceptance of paper invoices after September 30, 2007.

WAWF saves the cost and time of sending invoices through the mail and provides for total visibility of invoice status and protected transactions with audit capability. More importantly, WAWF results in efficient invoice processing and much faster payments. Several hundred schools participating in the TA Program have already implemented WAWF in the past year, and you may already be participating with your invoices for other Navy or Department of Defense programs.

For TA invoices, you will be required to input your line item invoice into WAWF and attach an electronic spreadsheet with course detail so we can update student course information and verify the total amount processed. Our certifier will review it, submit it electronically into the Defense Finance and Accounting Service (DFAS) payment queue, and if all is in agreement, you should have your EFT funds within **48-72 hours**.

If there is a discrepancy, the certifier will send the transaction with annotations back to you for resolution, and you can resubmit within minutes. No paper invoice or attachments need be mailed and your invoices will not be waiting for manual action for payment.

We look forward to partnering with you in streamlining the invoicing and payment process using this new and exciting technology. Additional information on WAWF can be found at <https://wawf.eb.mil>.

Enclosed are basic registration directions. If you have any questions or need additional information, please contact Misun Chang at (703) 591-5100, extension 203, e-mail address misun.chang@universal-inc.net; Carolyn Petersen at (850) 452-1001, extension 1467, e-mail address carolyn.petersen@navy.mil; or Brenda Cox at (850) 452-1001, extension 1529, e-mail address brenda.m.cox@navy.mil.

Sincerely,

A handwritten signature in black ink that reads "Stephanie A. O'Neill". The signature is written in a cursive, flowing style.

STEPHANIE A. O'NEILL
Accounting Officer
By direction of the
Commanding Officer

Enclosure: (1) Getting Started in WAWF

Getting Started in WAWF

Here are steps for getting registered:

Step 1: Call the Ogden Help Desk at 1-866-618-5988, select option 2, to activate your school's CAGE code in WAWF.

Step 2: Once your CAGE code is activated, go to the WAWF Web site at <https://wawf.eb.mil> and self-register as a vendor. (This should be done by the person who usually does the invoicing.)

***Note:** When prompted for a user ID, this can be anything you choose as long as it is at least 8 characters. User IDs and passwords are case sensitive. When prompted for ROLE, choose VENDOR from the drop down list. You **do not** need to fill in comments or attach anything. Click continue and verify all information you entered is correct, check the box that says STATEMENT OF ACCOUNTABILITY, and click REGISTER NOW.

Step 3: Next, have your Electronic Business Point of Contact (EBPOC) send an e-mail to cscassig@csd.disa.mil or call 1-866-618-5988 to authorize your account. Please make sure your name and your school's CAGE code are mentioned.

***Note:** Don't know who your EBPOC is? Go to <https://www.bpn.gov/ccring/scripts/search.asp>, enter your CAGE code in the CAGE code field, and click SEARCH. The bottom of the results page will list a primary and alternate EBPOC.

Step 4: Once your account has been authorized, the Ogden Help Desk will activate your account and send you an auto-generated one time password (expires in 48 hours) in the e-mail account you entered when you self-registered. Log into the WAWF Web site and create a permanent password. At this point, you can begin submitting invoices in WAWF.

***Note:** If you do not receive your one time password within 24 hours, please call 1-866-618-5988 and select option 2.

Other helpful Web sites:

- Web-based training: <http://www.wawftraining.com>
- WAWF production site: <https://wawf.eb.mil>
- Department of the Navy WAWF site:

<http://www.acquisition.navy.mil/navyaos/content/view/full/4126>

- E-invoicing information: <http://www.dcma.mil> (click on electronic invoicing)
- DFAS E-invoice payment information for processed invoices: <http://www.dfas.mil/money/vendor/> (under Non-MOCAS System, select a query type)
- Tuition Assistance WAWF information page:

<https://www.navycollege.navy.mil/tuition/tawawf.html>

A TA WAWF Web conference training session is held every Monday 2-3pm ET. Each session is limited to 10 participants, so if you are unable to join in the session, maximum capacity may have been reached. You can join the next week's session or contact Misun Chang at (703) 591-5100, extension 203, or send an e-mail with any questions to misun.chang@universal-inc.net.

1. Go to <https://www.gotomeeting.com/join/791329652>
(Meeting ID: 791-329-652)

2. Download and run software

3. Dial the conference call number: (605) 990-0010, Access Code 791-329-652